
Community Planning and Partnerships Expression of Interest

Please complete the form below to express interest in planning and partnership opportunities for unused space in open and operating HPEDSB schools. For a list of open and operating schools available for partnerships, visit www.HPEschools.ca.

Applicant Information

Contact Name:

Organization Name:

Complete address:

Email address:

Phone No.:

Space Requirements

School of interest:

Amount of space needed: (sqft)

No. of classrooms:

Washroom access?

Description of planned use of space. Day to day operations.

Days per week access:

Hours per day access:

Who will be using this space: (staff, clients, visitors...)

How will a partnership between HPEDSB and your organization provide a benefit to the students at the school, or to the Board?

Are municipal approvals required? If yes, please explain:

What is the timeline you are proposing to begin occupying the space, and for how long?

Do you expect to undertake any capital improvements? If yes, please explain:

What is your source of funding for this partnership?

Comments:

Signed by:
(Print Name)

Date:

Signature:

In evaluating the compatibility of partners and proposals as they relate to specific sites, HPEDSB will use criteria outlined in [Procedure 570: Community Planning and Partnerships](#).

Please attach documentation with this expression of interest to support your request. These include population projections, growth plans, community needs, land-use and green space/park requirements.

Once you have completed this form, sign and date the form and return via email to the attention of **Kim Horrigan, Senior Manager, Facility Services** at: khorrigan@hpedsb.on.ca

Or by mail to:

Community Planning and Partnerships, Facility Services Department, William R. Kirk School, 224 Palmer Road, Belleville, Ontario K8P 4E1